

St. Andrew's Vestry Meeting  
Minutes  
March 21, 2018

The meeting was called to order at 7 p.m. by Martha Lovejoy, Senior Warden.

Those present were: Martha Lovejoy, Senior Warden, Rev. Reed Loy, Paul Carey, Junior Warden, Pete Mitchell, Judy McPhail, Anne McCausland, Pat Walker, Judith Marklin, Peter Daley, Clark Kidder, Bert Cooper and Pam Manus, Clerk.

Absent: Vickie Haines and Tom Burack.

The opening prayer was taken from the Daily Prayer Book (Lenten section) lead by Rev. Loy with all participating.

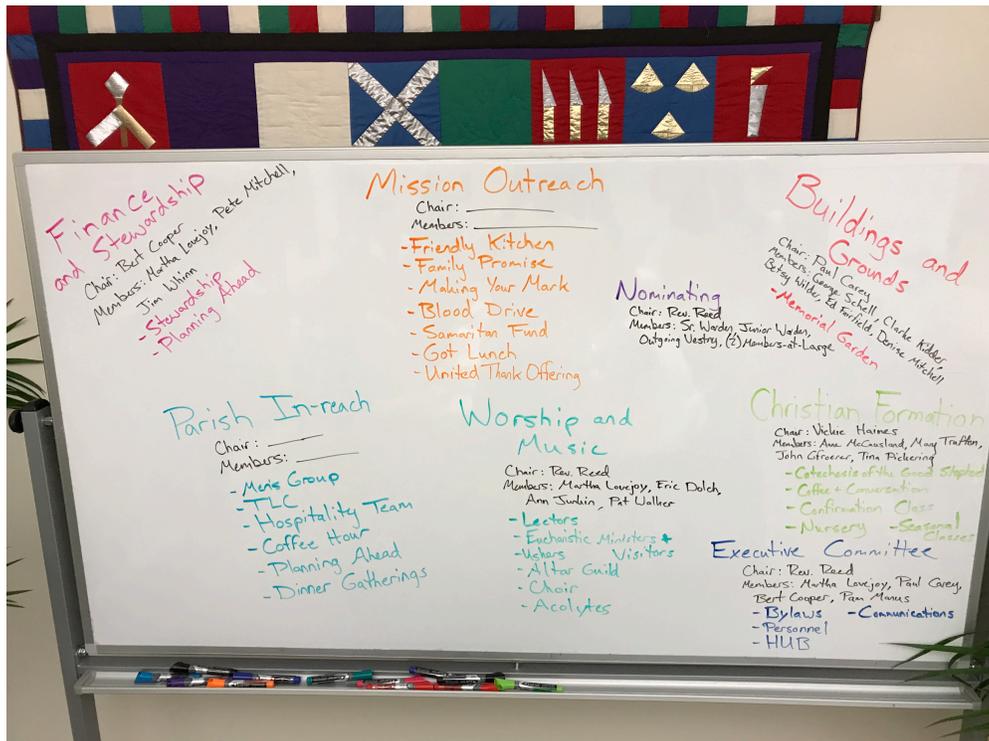
**Treasurer's Report:** Bert reported that he is still working on getting the budget format into the quickbooks app. Bert will look into the disbursement funds from our investments, as with the stock market hitting high marks, we thought the returns would be more than the Diocese has reported.

**Senior Warden's Report:** Martha welcomed the new members of the vestry. She expressed thankfulness and excitement about the continuing work that the Vestry is doing and is looking forward to the Vestry Retreat April 13th and 14th at the Barbara Harris Center.

**Junior Warden's Report:** Paul reported for the Building and Grounds Committee, that the heat in the Sanctuary has been restored. The problem was a small connector and a need for new filters. Paul will look into an annual maintenance program. That should be a priority and an annual or semi annual cleaning might prevent or at least identify problems before they are costly breakdowns. Paul has reached out to the Workcamp NE (group of volunteers doing work in our area the 1st two weeks of July) to see if they would consider doing some painting and repairing around St. Andrew's. Paul identified 3 areas in need of work and has submitted our request.

**Rector's Report:** Reed opened with the question "If I am new to St. Andrew's, how do I know who to contact or where to go to become involved?" Since he had actually experienced this uncertainty, he is excited about the work the Vestry did last fall, identifying the ministries, guilds, committees that make up the tapestry of our parish life here at St. Andrew's.

Working with this list, Reed presented a colorful, organized picture of the ministries we had identified.



This chart visually helped us to see the tapestry of ministries that are alive and well at St. Andrew's, with their missions linked to a larger mission within the organization of our parish. It also showed where there were holes in our structure and possible communication breakdown areas that still need to be addressed. For the most part we at St. Andrew's have been working with a flat leadership, each ministry, guild, committee or group doing their own thing, all be it doing it very well. But we had lost that leadership piece that works as an umbrella, working on the life cycle of the whole parish, fostering communications, and identifying the changing parish needs and planning ahead.

Methods of communicating were discussed and it is apparent that we need to do more, starting with making sure our parish knows what our traditional events are and when, publicizing events, information on who and how to contact for different ministries, groups and guilds and making sure that we give plenty of lead time, so the parish can join in the whole of the parish life.

The Parish Inreach and Mission Outreach areas were addressed as to the need for Umbrella Committee Chairs or Coordinators and whether the leaders of each ministry or group under those headings should be on the Umbrella committee or other parish members be asked. A lively discussion followed with many divergent points of view, but one point agreed on was the need for better communications between the ministries, groups, and guilds and that will only happen with better organization. The identified needs of each ministry, group or guild has to be communicated to the umbrella committees/missions who might help redirect the need to others, then the Vestry for support (many times financial) and then to the staff who support us in all we do. There are chairpeople for all identified Committees that are in our By-laws, except for Inreach and Outreach, so Reed will talk to parish leaders who might consider taking on the challenge of one of these Umbrella Committees. A related topic that was discussed was job descriptions. Any person stepping into a new position should have some idea of what is expected. This should be a detailed document that is kept in a central place, either computerized or paper, but accessible to the person accepting the leadership role.

Another topic discussed: Being a welcoming parish. Reed revisited this item that Pete Mitchell had brought up at other vestry meetings. It can be divided into people and place. As far as people, we should consider a Welcome Team who might develop a way to welcome newcomers and returnees, track how they are doing and developing plans for follow-up. With respect to the physical appearance, Peter Daley had also brought some suggestions to Vestry about color and visuals. Reed for the moment called this Holy Aesthetics. The vestry discussed areas that the community sees when using or coming into our spaces, such as the great hall and church entrances, as well as spaces like our chapel and narthex . Do they know who we are and what we believe in? The goal being a welcoming feeling through color, pictures or sayings. What do people think when they enter? Who do people think we are when they visit? We hope Welcome is a first thought, but we really don't express it in our decor. We can reflect

our values in many ways and these can be explored by a welcome group with the goal of a of global welcome to St. Andrew's.

The Vestry Retreat is being held at The Barbara Harris Camp and Conference Center, on April 13-14th, starting with dinner Friday night and ending around 3 p.m. Saturday. With the time spent there, it was decided that no April Vestry meeting is needed.

Reed expressed his desire to offer Eric Dolch, Director of Music, a 4 week paid paternity leave, including not more than 4 Sundays. He wanted to hear thoughts from the Vestry on this. While other times frames were discussed, all thought that 4 weeks a good start, and the Personal Committee can work on a policy, so that it isn't a case by case process that is our current practice. Judy McPhail moved to support Reed's suggestion of 4 weeks paid paternity leave, to include not more than 4 Sundays, to Eric Dolch, Director of Music. Anne McCausland seconded this and it passed unanimously.

Judith Marlin addressed the issue of recycling here at St. Andrew's. The belief that we need to take care of our planet is deep in our faith, written in the Prayers of the People. We don't seem to have a mechanism to promote this. She will take the matter to the Building and Grounds Committee for input. Our refuse company doesn't have a recycling process, so more thought and plans need to be in place to achieve a green process here at St. Andrew's. The vestry recounted some attempts at recycling, but it has been left up to a few individuals to carry out this attempt. Judith will contact the B & G committee.

There being no further business, the meeting closed with a prayer. Paul made the motion to adjourn, Clarke seconded and the meeting was adjourned at 9:15 p.m. The next meeting will be 5/16.

Respectfully submitted,

Pam Manus, Clerk